



Posting Title: Associate Human Settlements Officer (Urban Planning), Project Post, P2

Job Code Title: Associate Programme Management Officer, Human Settlements

Department/ Office: United Nations Human Settlements Programme

Duty Station: NAIROBI

Posting Period: 10 March 2014-9 April 2014

Job Opening number: 14-PGM-UNHABITAT-33704-R-NAIROBI (E)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. This is a project post and is funded for an initial period of one year and may be subject to extension.

1. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided.
2. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. If the problem persists, please seek technical assistance through the Inspira "Need Help?" link.

Org. Setting and Reporting

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. UN-Habitat is developing a Sustainable Urban Development Network (SUD-Net) which will contribute to key focus areas of the Medium Term Strategic and Institutional Plan (MTSIP), particularly on 'participatory planning, management and governance' to strengthen the performance of national governments and the decision-making capacity of local authorities and other stakeholders to enable the development of livable, productive and inclusive cities. Specifically, the long-term goal is to enhance climate change mitigation and preparedness of cities in developing countries.

This post is located in the Urban Planning and Design Branch (UPDB) of UN-Habitat at the Nairobi duty station.

Responsibilities

Under the overall supervision of the Coordinator, Urban Planning and Design Branch (UPDB) and the direct supervision of the Team Leader, City Planning, Extension and Design Unit, the incumbent will be responsible for the following duties: 1. Participate in the Rapid Planning Project Coordination Team; 2. Contribute to the implementation of projects at country level through assisting in establishment of country teams and in the coordination of UN-Habitat inputs; 3. Participate in the conceptual development of the Rapid Planning Tool; 4. Assist in the follow up and conceptual design of all research activities carried out, especially regarding the anticipated focus/scope and related outputs; 5. Participate in knowledge management, and input of in-house experience and lessons learnt; 6. Contribute to the Coordination of the utilization exercise (development of joint publications, conference contributions, esp. at the international arena); Participate in the development of web-content; 7. Participate in and contribute to internal and external training and conferences on the urban sector and other activities for advocacy, dissemination and knowledge building; 8. Provide information and analyses towards the development of policy and strategies for the urban sector in cooperation with Urban Basic Services Branch (UBSB) and UPDB; 9. Contribute information and analyses to interdepartmental working groups on the urban planning and urban basic services sector; 10. Perform other related duties as may be assigned.

Competencies

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to urban planning and design. Ability to identify issues, analyze and participate in the resolution of issues/problems. Is able to use different analytical and data analysis tools; shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

Communication: Excellent written, verbal and visual communication skills and ability to articulate ideas in a clear and accurate manner including the ability to prepare and edit a variety of documents, reports and briefs.

Planning and Organizing: Ability to work under pressure, establish priorities and plan, coordinate own work plan, use time efficiently and apply judgment in the context of competing deadlines.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

Advanced university degree (Master's or equivalent) in a field deemed relevant to the subject areas covered by the Terms of Reference such as urban and/or regional planning, urban management, environmental planning and management, environmental science. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

At minimum of two (2) years of progressively responsible professional experience in social/economic sustainable development, urban planning, urban development policy analysis and assessment related work. Experience in operational activities and research and/or policy development work related to urban planning issues preferably in developing countries will be an advantage. Experience in international work and knowledge of urban planning initiatives would be an asset. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

Languages

English and French are the working languages of the United Nations Secretariat. For this position fluency in oral and written English is required. Working knowledge of another UN language is desirable.

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which will be followed by competency-based interview.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

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